

# CITY OF TEMPE SUMMER EMPLOYMENT OPPORTUNITY



Community Services Department ■ Parks and Recreation ■ 3500 S. Rural Road ■ Tempe, AZ 85282 ■ (602) 350-5200 ■ TDD (602) 350-5050

## Class Instructor

### Instructors Needed to Teach:

Tumbling



Pom & Cheer



Fitness



Sports &  
Games



Hobbies



Modeling



Arts



Dance



Preschool



Music



#### OPENING DATE

March 2, 1998

#### FIRST REVIEW DATE:

March 30, 1998. Applications submitted by this date will be screened and may be invited to an interview in April. Applications after this date will only be reviewed and interviewed on an as-needed basis.

#### INTERVIEWS WILL BE CONDUCTED:

April 6-24, 1998.

#### CLOSING DATE:

May 29, 1998. Applications will not be accepted after this date.

#### EXPERIENCE AND TRAINING:

Requires extensive experience and education in subject area and knowledge of teaching techniques. Bachelor's degree in education or area of expertise preferred. Requires successful completion of required selection process, successful completion of background investigation, and verification of identity and work authorization.

#### ESSENTIAL JOB FUNCTIONS:

- Teaching a class in a designated subject area.
- Planning age appropriate activities and ensuring they are safely conducted.
- Developing an 4-8 week lesson plan in designated area.
- Supervising participants (youth and/or adults) and volunteers.
- Maintaining facility; reporting problems, cleaning up, ensuring safety.
- Completing payroll time sheets; tracking student attendance, distributing, witnessing, and collecting waivers of liability from students.
- Setting up teaching area: lifting and carrying tables, chairs, teaching equipment, and audio visual equipment.
- Attending session staff meeting.
- Ordering and accounting for supplies.

#### HOURLY WAGE:

\$11.25 per hour

#### APPLICANT REQUIREMENT:

Some positions may require certification in First Aid and CPR prior to start of program. If currently certified, please attach a copy of certificates to application.

Applications must be returned to Parks and Recreation

**AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**

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## **1998 Summer Special Interest Classes**

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**Before applying for a position in this program  
be sure you can meet the availability requirements below**

### **Instructional Program**

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Instructors are responsible for developing and carrying out a four-eight week program of lessons and activities within their subject area.

#### **Availability Requirements:**

- Must be able to work 4 to 8 week sessions between June 1 and August 1, 1998.
- Hours according to class schedule - approximately 1-15 hours per week. Assignments will be between the hours of 8 am - 9 pm for preschool, youth, teens and adults; Monday - Saturday.
- Attend evening training or staff meeting May 28.
- Must prepare lesson plans and materials list to be submitted to Supervising Coordinator at least two weeks prior to start of program.

**NO VACATIONS OR TIME OFF WILL BE PERMITTED DURING THE PROGRAM**

# CITY OF TEMPE CLASS INSTRUCTOR APPLICATION SUPPLEMENT

Following are examples of tasks performed by the Class Instructor. To assist us in evaluating your qualifications for this position, please describe in detail your experience conducting the following tasks. Continue on back if more room is needed.

1. Please circle your area of instructional experience:  
Art/Dance/Exercise/Sports/Music/Cooking/Other: \_\_\_\_\_

*Within the broad subject area circled above, what specific classes are you qualified to teach?*

For whom did you work/volunteer to obtain this experience: \_\_\_\_\_  
Length of employment: From: \_\_\_\_\_ To: \_\_\_\_\_

2. Describe your experience planning and conducting age appropriate classes/activities for children, teens and/or adults. Indicate how old participants were for each class you planned and conducted.

For whom did you work/volunteer to obtain this experience? \_\_\_\_\_  
 Length of Employment: From : \_\_\_\_\_ To: \_\_\_\_\_

3. Describe your experience maintaining program facilities (reporting problems, cleaning up, ensuring a safe environment)

For whom did you work/volunteer to obtain this experience? \_\_\_\_\_  
 Length of Employment: From : \_\_\_\_\_ To: \_\_\_\_\_

**■ PLEASE ATTACH THIS SUPPLEMENTAL TO THE APPLICATION ■**